

Purchasing/Stores Supervisor

We are currently seeking applications for a Purchasing/Stores Supervisor to provide efficient and responsive organisation wide procurement, holding and supply service.

About the role:

This position will involve developing, implementing and maintaining flexible procurement and inventory supply chain management strategies in line with relevant policies and Government Regulations. The Supervisor will be responsible for preparing and coordinating annual tenders for the Operations Department for required materials. Communication and interpersonal skills are essential as the Supervisor will liaise with Council stakeholders during the preparation of tender specifics and maintaining relationships with suppliers. The Supervisor will also manage staff in the Stores area and provide on-the-job training.

Why work for us?

- 9-day fortnight (72.5hrs fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 5 (\$96,406) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/46 – Purchasing/Stores Supervisor** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria.
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/46, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 21 August at 5:00pm. Word or PDF format is preferable.

For further information please contact the Acting Director Infrastructure, Planning & Environmental Services – Wayne Saldumbide on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Diploma in Government (Procurement and Contracting), or Associate Diploma in Purchasing and Supply Management, or lesser formal qualification with three to five years' experience in purchasing and supply management will be highly regarded.
2. Current class 'C' drivers licence.
3. Demonstrated people supervision skills and experience.
4. Demonstrated experience and knowledge of purchasing and stores operations.
5. Demonstrated experience in report writing and submission.

Desirable

1. Previous experience within Local Government.
2. Licence to Perform High Risk Work – Forklift (LF)

Position Number	20052
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Officers Award – State Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 5
Reports To	Manager Operations
Place of Employment	Council Depot, 25 - 51 Jones Street, Ayr

Position Objective

As the Principal Purchasing and Stores Officer for Burdekin Shire Council, the incumbent will:

- Provide an efficient and responsive organisation wide inventory procurement, holding and supply service.
- Maintain inventory in Council Stores at “just in time” service levels having consideration for turnover rates, procurement lead times and availability of bulk quantity purchase discounts.
- Provide oversight and stewardship of Council's “Procurement Hub” platform in line with relevant internal policies and statutory requirements.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Develop, implement and maintain flexible procurement and inventory supply chain management strategies founded on sound purchasing principles and internal control mechanisms consistent with the intent of the BSC Procurement Policy and Guideline and Local Government Regulations.
- Prepare and coordinate annual tenders for Operations Department ongoing material supply contracts for quarry products, fuels, herbicides and readymix concrete.
- Liaise with key Council stakeholders during the preparation of tender specifications and evaluation to ensure legislative compliance.
- Establish and maintain mutually beneficial relationships with suppliers
- Consider fitness-for-purpose and value for money when purchasing goods for Council.
- Under limited direction oversee Council's supply chain management functions including managing ERP technology, annual progressive stocktakes and fuel management system.
- Preparation of management reports relevant to the work area.
- Supervising and managing staff.

- On-the-job training of subordinates.
- Other duties related to work area as directed by Manager Operations.

Position Requirements

Knowledge

- Comprehensive knowledge of purchasing and supply functions.
- Comprehensive knowledge of inventory management and internal control requirements.
- Comprehensive knowledge of contemporary business administrative practices and processes.
- Sound knowledge of the Local Government procurement legislation.
- Sound knowledge of the statutory operational and financial reporting required of the role.
- Sound knowledge of the Store/Purchasing budget and project costing procedures.
- Sound knowledge of accounts payable principles and systems.
- Utilise knowledge of organisational inventory and materials min/max holding requirements.
- Sound knowledge of computer-based purchasing systems.
- Sound knowledge of Microsoft suite of applications including Outlook, Word, and Excel.
- Broad knowledge of product suppliers, product specifications and prices.

Skills

- Sound skills in negotiation, specification writing and bid evaluation.
- Time management skills.
- Sound problem solving skills.
- Advanced skills in the use of Microsoft Office suite of applications.
- Sound data input and report extraction skills.
- Supervisory and leadership skills showcasing a commitment to team development, mentoring and motivation.
- Sound written and oral communication skills.

Abilities

- Ability to solve work procedural problems in the work area using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience.
- Ability to manage time, set priorities, plan and organise own work and that of subordinate staff.
- Ability to lead and motivate others, gain cooperation and assistance, discusses, and resolves problems.
- Ability to implement personnel practices including training and development and deal with disciplinary issues within the work area.
- Ability to communicate and deal effectively with all sections of Council's workforce, staff and management.
- Ability to interpret and apply relevant statutory, professional and ethical requirements.

Other Requirements

- Personal characteristics of commitment, enthusiasm, reliability, honest, integrity, adaptability, and the ability to deal with pressure.
- Ability to attend after-hours call-outs.
- Maintain a focus on customer service to internal and external clientele.

Experience and Qualifications

- Diploma in Government (Procurement and Contracting), or Associate Diploma in Purchasing and Supply Management, or lesser formal qualification with three to five years' experience in purchasing and supply management.
- Considerable experience in purchasing and stores operations.
- Considerable supervisory experience.
- Local government experience.
- Class 'C' drivers licence.
- Licence to Perform High Risk Work – Forklift (LF)

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises other employees.

Extent of Authority

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems generally found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.

- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.